



**JOB ANNOUNCEMENT
NISQUALLY INDIAN TRIBE**

JOB TITLE: Economic Development Sr. Specialist
LOCATION: Nisqually Reservation
GRADE: A-25
OPEN DATE: Immediately

REPORTS TO: Planning Director
DEPARTMENT: Planning Department
SALARY: Starts at \$22.25/Hour
CLOSE DATE: Open until filled

GENERAL FUNCTION: The employee occupying this position is responsible for implementing all Tribal economic development initiatives, and for examining options for new economic activities. This position is also responsible for overseeing, planning and coordinating activities of Tribal enterprises.

DUTIES AND RESPONSIBILITIES:

- Develop and implement economic development activities.
- Develop and/or review marketing and financial information for potential businesses.
- Work with businesses, financing institutions, private investor, and federal or state agencies to secure financing for Tribal enterprises.
- Evaluate the organization structure and management systems for Tribal enterprises and implement improvements.
- Act as primary liaison between Tribal leaders and all business activities relating to the Tribe.
- Provide technical assistance to the tribal planning department for the development of funding proposal related to economic development.
- Meet with Nisqually Ventures and/or Enterprise committee as deemed necessary, provide some technical assistance.
- Edit monthly newsletters
- Provide oversight and supervision as necessary to newsletter staff.
- Provide oversight and supervision as necessary to economic development administrative and technical staff.
- Collaborate with all necessary departments (transportation, utilities, accounting, etc.) as needed within the Tribal structure to complete projects that are safe and effective for the community.
- Provide technical assistance to individuals and small business owners in the community that need assistance in developing and preparing small business plans, financial package development and other expertise.
- Develop training modules or bring appropriate training pieces to the community that provides small business and entrepreneurship education to community members.
- Cultivate the business opportunities that are traditionally and culturally relevant to the community such as tribal artists, storytellers, language, archival collections, museum, etc.
- Other duties as assigned within the scope of responsibility.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business administration with emphasis in economics, accounting or related field AND two years of experience in operating or developing businesses, business administration or entrepreneur.

- Knowledge and understanding of business relationships, financial statements, financing arrangements and other aspects of the business world.
- Valid WA State driver's license, reliable transportation and adequate auto insurance.
- Must be bondable.
- Ability to work well with tribal committees and employees.
- Ability to communicate well both orally and in writing.
- Ability to make informed decisions and recommendations about business matters.

HOW TO APPLY: Please submit an application and resume to: Nisqually Indian Tribe Personnel Department, 4820 She-Nah-Num Dr. S.E., Olympia, WA 98513. Contact the Personnel Department for more information at (360) 407-0971.